

Public Use Files (PUFs)
GENERAL INSTRUCTIONS AND ORDERING INFORMATION
February, 2002

Please ensure that your order is the exact data file you need and in the correct format. Each data file is individually generated to the specifications stipulated in this catalog. To process each order, the Centers for Medicare & Medicaid (CMS) incurs processing costs associated with staff time, computer time, magnetic media and shipping. If you order the incorrect data file or the incorrect format, your money is non-refundable. Please allow 4 to 6 weeks for processing.

1. Standard Output Specifications:

- a. Cartridge
 - 1. Recording Mode ----- EBCDIC
 - 2. Tape Labeling ----- IBM Standard
 - 3. Density ----- IBM 3480 Cartridge – 18 track-210 Megabytes
----- IBM 3490e Cartridge – 36 track-810 Megabytes
- b. Diskette 3 1/2"
- 1. ASCII
- 2. High Density
- c. CD ROM (UPIN Directory Only)

2. Methods of Payment (All money must be drawn on a U.S. bank):

- a. Payments must accompany order forms (No credit card payments). Make **company check** or **money order** payable to:
Centers for Medicare & Medicaid Services-PUF or CMS-PUF
- b. Electronic Transmitted Payment (For Other Federal Agencies Only)
 - 1. U.S. Federal Government Agencies need Agency Location Code
 - 2. U.S. Banks only (contact CMS's Accounting Office - 410-786-2567).
- c. Purchase Orders require prepayment.

3. Public Use Files Inquiries:

- a. The Public Use Files Hotline: **(410) 786-3691**
- b. The Public Use Files Fax number: **(410) 786-6418**
- c. E-mail Address: **PUFS@CMS.HHS.GOV**
- d. The Beneficiary Encrypted Files Hotline: **(410) 786-3690**
- e. Decision Support Access Facility (DSAF) Helpline: **(410) 786-0159**
- f. General Statistical Inquiries:
Medicaid: (410) 786-0165 or Medicaidstats@CMS.HHS.GOV
Medicare: (410) 786-3689 or Medicarestats@CMS.HHS.GOV

PRICES EFFECTIVE February, 2002
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



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4. MAILING INSTRUCTIONS FOR ORDERS:

a. Mailing Address if using U.S. Postal Service

Centers for Medicare & Medicaid Services
Public Use Files
Accounting Division
P. O. Box 7520
Baltimore, Maryland 21244-1850

b. Mailing Address if using express mail (Federal Express, Airborne, etc.)

Centers for Medicare & Medicaid Services
OFM/Division of Accounting-Audra Dutt
7500 Security Boulevard, C3-07-11
Baltimore, Maryland 21244-1850

Address must be written in its entirety.

Request must include name and telephone # of contact person.

(Allow 4-6 weeks for delivery depending on volume of PUF orders received)

5. Magnetic Media Return Policy:

CMS will honor written requests for replacement files within **60 days** of the shipment date provided the cartridges or diskettes are returned with an explanation of the problem to the following address:

CMS/Data Release Area
Tape Library-PUF
7500 Security Boulevard, NL-37
Baltimore, Maryland 21244-1850

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Please Print Legibly or Type

(This form is not to be used as a Beneficiary Encrypted Agreement Form)

PUBLIC USE FILES ORDER FORM

Centers for Medicare & Medicaid Services
Public Use Files
Accounting Division
P.O. Box 7520
Baltimore, Maryland 21207-0520
(410) 786-3691

Date: _____

PURCHASE REQUEST

	<u>FILE NAMES</u>	<u>YEAR</u>	<u>COST</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
		TOTAL	_____

COMPANY CHECK/MONEY ORDER AMOUNT: Payable to: CMS-PUF

(No Personal Checks. All checks must be drawn on a U.S. bank.)

(No Credit Cards Accepted)

AGENCY LOCATION CODE (U.S. Federal Government) _____

OUTPUT SPECIFICATIONS: (See File Descriptions and Prices)

- | | | |
|---|-------------------------|-------------|
| 1. Cartridge (3480) _____ (3490e) _____ | 2. Diskette | 3. CD-ROM |
| | | (UPIN ONLY) |
| PPS Cost Reports Only, Select one | a. SAS or b. Sequential | |

EXPRESS COMPANY: (i.e., Fed Ex, Airborne, etc.) _____

EXPRESS ACCOUNT: (Number) _____

NAME: _____

TITLE: _____

COMPANY/ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIPCODE: _____

PHONENUMBER: _____ **FAX NUMBER:** _____

SIGNATURE: _____

Allow 4-6 weeks for delivery.

This form can be reproduced for additional orders.

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